

TERMS AND CONDITIONS OF FEDERAL WORK STUDY EMPLOYMENT

Once a student is awarded Federal Work Study they must come to the Financial Aid Office to pick up a Job Referral Form.(JRF), which will show their award allocation. The maximum award per year is \$5400.00, but may vary depending on the students need.

For the student's next step they will take the Job referral to the supervisor of the Department where they will be working; the supervisor will fill out their information for their department.

The student will then take Job Referral to the Human Resources Department and be given a Student Employment package, which the student will complete and return to the Human Resources Department. At this point they will need to provide two pieces of identification such as a Social Security card, Drivers License and or Passport for the I-9 paperwork.

- Student will need to be in a minimum of 6 units during the semester they are working.
- Student can not work over 19.5 hours a week. Or their allocation.
- Student can not work over 175 days in a fiscal year.
- Student can not work over a 1000 hours in a fiscal year.
- Hourly wages range from \$8.50- \$14.50 an hour.
- Student will be paid at the end of every month, and will pick up their check in the cashier's office.